AGIC 2020 Conference Committee Meeting Notes
Thursday, December 19, 2019
10:00 am

In Attendance:
Kevin Blake
Patrick Connolly-Boutin
Seth Franzman
Nicole Funicello
Teresa Gregory
Jason Howard
James Lambert
Shea Lemar
Jenna Leveille
Lucas Murray
Aryn Musgrave
Jennifer Psillas
Steve Whitney
Jeff Wilkerson

Committee coordination and meeting operation:
- It was mentioned that some participants do not have the committee meetings in their calendars, so we will follow up on that.

Action Items:
All – Review the planning spreadsheet for adjusted due dates.

Steve – Forward committee meeting calendar series.

Steve – Contact each committee member regarding their membership status.

Steve – Draft the 2020 work plan and distribute to the committee for feedback.

Outreach Committee Report:
- No discussion.

Action Items:
All – Consider the options for first-time attendees and short-time attendees, which would orient them to the conference experience.

Budget:

- The 2019 conference budget has been closed out, and we received a check from the Meeting Planners for $30,000. Based on this, and all invoices, the net revenue for the 2019 conference is $22,934.71
- The PO for 2020 has been submitted, and we are awaiting approval. We expect it to be approved in January.
- State Land accounting folks have requested that we develop a cash handling procedure, e.g. issuing receipts, so we will plan to issue receipts for cash transactions.

Action Items:
Jenna – Acquire a locking cash box.

Jenna – Acquire a receipt book.

Venue coordination:
- We would like the Meeting Planners to continue looking for larger venues for future conferences.

Action items:
Steve – Provide the Meeting Planners with conference specifications for evaluating larger venues.

Website:
- No discussion.

Action Items:
None.

Agenda & speaker coordination:
- General session speakers –
  - o Jenna is meeting with Mike Walk (Esri), and will discuss the logistics for requesting Esri speakers, e.g. Jack D.
  - o Adam Carnow is presenting at the Esri Leadership Workshop on Jan. 14th, so we will get a preview of him then.
- Consider covering items that the AGIC committees/workgroups are working on, e.g. Data Committee items.
  - o Could be covered in general sessions, or breakout sessions.
  - o Start formulating ideas.
  - o Would need to make it engaging.
  - o Could be challenging logistically –
    - ▪ Develop a doc for the attendees
      - • Or a poster

- For a presentation, highlight one major goal and/or accomplishment from each committee.
    - Reference the committee ribbons, so attendees can seek out more info if they want.
- Consider a session for Cartegraph users.

Action Items:
Note – Current list of potential general session speakers –
- Jack Dangermond, Esri
- Adam Carnow, Esri
- Ken Field, Esri
    - Teams up with John Nelson for presentations
- John Nelson, Esri
- Dr. Travis May, South Mountain Community College Storytelling Institute

Jenna – Acquire a timer for general session speakers.

Exhibitor/sponsor participation:
- Patrick (Consortech) provided the following link to their latest marketing video, for review and consideration of utilizing marketing videos like this in lieu of having the Gold (and above) sponsors speak during the general sessions - https://www.youtube.com/watch?v=ifYQq_X4Nhg

Action Items:
None.

Materials and mail-outs:
- No discussion.

Action Items:
Jami – Send save the date notice, and include to Lucas.

Registration:
- Early-bird registration date = Friday, July 24th.

Action Items:
None.

Maps & Apps Challenge:
- Consider including sponsors in the judging process?

- o Attendees vote for all categories, but it may still be good to have some cartographic folks involved, e.g. gold stars, stamp of approval, or some other form of recognition by professional cartographers or developers.
- Consider a map/app live contest -
  - o Survey the community for interest?
  - o Very specific criteria would be needed to guide the participants.
  - o When? –
    - ▪ Wednesday morning?
- Look at voting through the mobile app.

Action Items:
Jami – Reserve Wed. 3:30 – 5:00 for a Maps & Apps session.

Shawny/Cheryl – Evaluate the mobile app for voting.

Awards:
- No discussion.

Action items:
None.

Printing:
- No discussion.

Action items:
None.

Computer labs:
- No discussion.

Action items:
Steve – Contact TeachMeGIS. -> email sent

Conference program:
- No discussion.

Action items:
None.

T-shirts:

- The draft logo designs were briefly reviewed, and they will be sent out for feedback.

Action items:
Steve – Distribute the draft logo designs.

Attendee Packet:
- No discussion.

Action Items:
Jami – Include a general committee member ribbon on the Lane order.

Social Events:
- No discussion.

Action Items:
None.

General:
- If we were to consider using a collaboration tool such as Slack, the following Open Meeting Law would need to be adhered to –
  - Ensure that a quorum of committee voting members is not reached.
  - Ensure that no voting takes place, rather items for decision would be brought to the full committee.

Action Items:
None.